



U.S. EMBASSY BRIDGETOWN, BARBADOS VACANCY ANNOUNCEMENT

No.015/13N

OPEN TO: All Interested Candidates

POSITION: **Computer Operator (LAN), IRM, FSN-07; FP-07***

OPENING DATE: July 17, 2013

CLOSING DATE: July 31, 2013

WORK HOURS: Full time; 40 hours/week

SALARY * Ordinarily Resident :
(Position Grade: FSN-07/1) (BDS\$59,205.00) p.a.; (Starting Salary)

*Not-Ordinarily Resident:
(Position Grade: FP-07 (US\$39,994.00) p.a.; (Starting Salary)

NOTE: ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bridgetown is seeking an individual for the position of Computer Operator (LAN), in the Information Resource Center. This is a full time position.

Basic Function of Position:

The Computer Operator (LAN) provides customer support, knowledge management, application support, and administers a world-wide computer network. He/she must have the ability to adapt to changing physical environments, work with differing levels of technology, follow developments and innovations in the IT field and successfully implement emerging technology solutions. The Computer Operator is expected to perform other duties as assigned, such as supporting visits of high-level officials in support of U.S. foreign policy.

SPECIFIC GOALS AND OBJECTIVES

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact (Human Resources Office, Telephone number 227-4342).

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Secondary School (High School) is required.
2. Certifications required: Applicants requiring industry certifications must supply valid certifications earned within the past five (5) years. Only the below certifications will be considered for the purpose of fulfilling the certification requirements. Candidates need possess only one (1) of the following:
 - a) Microsoft Certified IT Professional (MCITP) Server Administrator on Server 2008
 - b) MCITP Enterprise Administrator on Server 2008
 - c) Microsoft Certified Solutions Associate (MCSA): Windows Server 2008 or Windows Server 2012
 - d) Microsoft Certified Solutions Expert (MCSE)
 - e) Information Technology Infrastructure Library (ITIL) Expert or above
 - f) Certified Information Systems Security Professional (CISSP)
 - g) Cyber Security NSTISSI 4011 Certificate
 - h) Certified Associate in Project Management (CAPM)
 - i) Project Management Professional (PMP)
 - j) Cisco Certified Internetwork Expert (CCIE)
 - k) Cisco Certified Network Professional (CCNP)
 - l) Microsoft Certified Systems Administrator on Windows Server 2003
 - m) Microsoft Certified Systems Engineer on Windows Server 2003

OR

Candidates need possess three (3) of the following CompTIA Certifications:

- a) CompTIA A+
 - b) CompTIA Network+
 - c) CompTIA Security+
 - d) CompTIA Server+
3. Minimum four (4) years of professional IT experience within the past five (5) years is required.
4. Develop knowledge of Microsoft Office 2010 Suite, custom web-based applications, DoS and USAID related regulations. Incumbent will be expected to use online Distance Learning courses to augment on the job (OJT) for basic IT equipment setup and Knowledge Base videos in order to provide adequate customer support.
5. Level III (Good working knowledge) Speaking/Reading/Writing English is required
6. Knowledge of information technology, information security, problem and resolution tracking procedures, customer service techniques, and techniques in leveraging IT, to include social media, to satisfy business needs. Specialized skills in problem recognition, troubleshooting and problem solving. Good working knowledge of office automation suites.
7. Ability to perform hardware setups, operational adjustments, and minor maintenance consistent with failure indicators. Ability to apply some programming logic and to collaborate in testing and debugging new programs and changes to existing programs.

Demonstrates team leadership abilities. Must have the ability to lift 50 lbs. ***Skills will be tested.***

SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (EFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Secret security clearance.

TO APPLY

Interested candidates for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (Form DS-174);
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO:

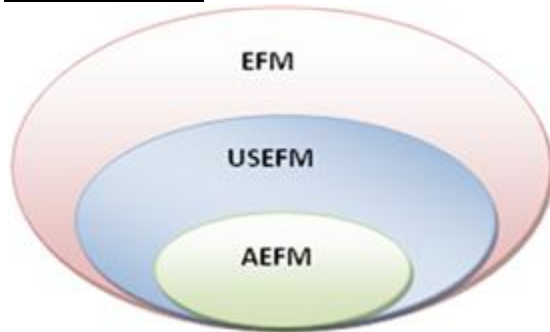
BridgetownHR@state.gov

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
July 31, 2013**

The US Mission in Bridgetown provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- *Is a* U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- *Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- *Is* residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

K. If applying for position that includes driving a U.S. Government vehicle,
Driver's License Class / Type

L. Days available to work

M. List any relatives or members of your household that work for the U.S.

Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition
Q. Language Skills
R. Work Experience
S. References

Drafted: CRivera, HR
Cleared: MHunte, HR
 WGooding, RHRO
Approved: MAdams, A/MC